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21 March 1956

MEMORANDUM FOR: Chief, Supply Division

THROUGH: Building Supply Officer
Room 1065 J Building

SUBJECT: Justification for Electric Typewriter

1. It is requested that steps be taken to procure one (1) electric typewriter, either Remington-Rand or IBM, for use in connection with a special project under the direction of Mr. Richard M. Bissell, Jr., SA/PC/DCI. This machine will be used by the Personnel Section of this Project.

2. In normal use, this machine will be running more than four hours per day and used largely for multiple copy production of personnel orders, correspondence, and personnel actions. These tasks plus the typing of many other memoranda make justification of an electric typewriter feasible.

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Director of Material
PCB/DCI